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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: April 1, 2003

SUBJECT: SAFETY MEETING IDEAS – APRIL 2003

Suggested issues to discuss during your next meeting are:

1. Earthquake Preparedness Month

Are you ready if an earthquake should strike? The Office of Emergency Services has several earthquake preparedness tip sheets to prepare you. Visit their website at www.oes.ca.gov and click on "Earthquake Program" and then click on "Earthquake Preparedness."

2. New Safety Officer

Gayle Yost has been appointed as Safety Officer. Cindy Francisco continues in her role as Safety Coordinator. If there are any safety questions/concerns you may call Gayle at (916) 323-1158 or Cindy at (916) 323-1158.

3. Cell Phones and Potentially Explosive Atmospheres

Have you ever read the safety warnings listed in your cell phone user guide or owner's manual? One warning is about potentially explosive atmospheres.

Nokia's warning states: Switch off your phone if you are in area that has a potentially explosive atmosphere, and obey all signs and instructions. Sparks in such areas could cause an explosion or fire, resulting in bodily injury or even death.

You are advised to switch off the phone while refueling. You need to observe restrictions regarding the use of radio equipment in fuel storage and distribution areas, chemical plants or where blasting operations are in progress.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Areas with a potentially explosive atmosphere are often--but not always--clearly marked. These areas include the following: below deck on boats; chemical transfer or storage facilities; vehicles using liquefied petroleum gas (such as propane or butane); areas where the air contains chemicals or particles, such as grain, dust or metal powders; and any other area where you would normally be advised to turn off your vehicle engine.

There are also warnings if you use a hearing aid, have a pacemaker or other medical devices. Take the time to review the warnings in the owner's manual.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.